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Chief, Management Staff

25 April 1957

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Weekly Report - Week Ending 24 April 1957

1. Contributions

a. Tangible

- (1) Two hundred seventy-one cubic feet of inactive records were transferred to the Records Center; fifty-eight cubic feet of inactive records were transferred from or destroyed by the Records Center.
- (2) Eight new and revised forms completed; one form eliminated.
- (3) Five Employee Suggestions evaluated. Three of these were concerned with a substantial revision in the Clandestine Service Information Reports Program and the measurable savings estimated to be derived from these Employee Suggestions will amount to annual savings of over \$150,000.
- (4) The Records Control schedule for OBI was revised to provide for the destruction of the NIS manuscripts after six months rather than five years, the original retention period.
- (5) Completed the installation of filing systems in three organizational units of the Graphics Register. The result - elimination of two drawers of inactive records and provision for about 20 per cent more file space.

b. Intangible

None.

2. Assignments (Active)

- a. Ten new and revised forms in process.
- b. Records Disposition Survey, OCR - 75 per cent complete.

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- c. Records Management Survey, Stock Management and Requirements Section of Logistics Office - thirty-two cubic feet of inactive records eliminated from files. Primary steps being taken to establish filing system.
- d. Review of requisition for new filing equipment.
- e. Use of Shelf Filing, Office of Security - continued the development of a plan involving approximately 300,000 Security Case Files.
- f. Installation of filing system, Guided Missiles Division, OSI.

3. News

- a. The demand for copies of "Plain Letter" continues - sixty-two copies were distributed to Office of Personnel and the Real Estate and Construction Division.
- b. Two members of this staff and eleven from other Agency offices attended the Inter-Agency Records Administrative Conference Meeting at the National Archives on "Use of Electronic Computers for Processing Data".
- c. Among the inactive records recently removed from one office was found a dollar bill together with a receipt from the Red Cross Campaign Fund of 1954.

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